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CADDO-BOSSIER PARISHES PORT COMMISSION
Regular Board Meeting
Regional Commerce Center, 3rd Floor Board Room
6000 Doug Attaway Blvd., Shreveport, LA 71115
June 12, 2023 at 4:30 p.m.

- 1. CALL TO ORDER / OPENING REMARKS:** Commission President Walter O. Bigby, Jr. called the meeting to order at approximately 4:30 p.m. in the 3rd Floor Board Room of the Regional Commerce Center, 6000 Doug Attaway Blvd., Shreveport, Louisiana and welcomed everyone. Commissioner Bigby thanked Vice President William "Bill" R. Altimus for filling in and heading the May meetings in his absence.
- 2. PLEDGE OF ALLEGIANCE:** Commissioner Bigby led the Pledge of Allegiance.
- 3. ROLL CALL:** The roll was called by Executive Port Director, Eric England. Commissioners in attendance included: Walter O. Bigby, Jr., William "Bill" R. Altimus, Erica R. Bryant, Sam N. Gregorio, and James D. Hall. Absent: Joshua K. Williams, Roy Griggs, Capt. Thomas F. Murphy (Ret.), and Rick C. Prescott. A quorum was present.
- 4. PUBLIC COMMENT ON AGENDA ITEMS:** Commissioner Bigby asked for any public comments on agenda items. Hearing no public comments, Commissioner Bigby moved on to the next agenda item.

UNFINISHED BUSINESS:

- 5. REGULAR BOARD MEETING MINUTES OF MAY 8, 2023:** In the absence of Secretary-Treasurer Joshua Williams, Commissioner Altimus presented the minutes of the Regular Board Meeting of May 8, 2023. Motion by Commissioner Altimus, seconded by Commissioner Hall, to approve the minutes of the Regular Board Meeting of May 8, 2023. Hearing no questions or comments, the motion was approved by the following votes: AYES: Commissioners: Walter O. Bigby, Jr., William "Bill" R. Altimus, Erica R. Bryant, Sam N. Gregorio, and James D. Hall. NAYS: 0. ABSENT: Joshua K. Williams, Roy Griggs, Capt. Thomas F. Murphy (Ret.), and Rick C. Prescott. ABSTENTIONS: 0. (Published in its entirety in *The Times* on June 16, 2023.)
- 6. SPECIAL BOARD MEETING MINUTES OF MAY 22, 2023:** Commissioner Altimus presented the minutes of the Special Board Meeting of May 22, 2023. Motion by Commissioner Altimus, seconded by Commissioner Hall, to approve the minutes of the Special Board Meeting of May 22, 2023. Hearing no questions or comments, the motion was approved by the following votes: AYES: Commissioners: Walter O. Bigby, Jr., William "Bill" R. Altimus, Erica R. Bryant, Sam N. Gregorio, and James D. Hall. NAYS: 0. ABSENT: Joshua K. Williams, Roy Griggs, Capt. Thomas F. Murphy (Ret.), and Rick C. Prescott. ABSTENTIONS: 0. (Published in its entirety in *The Times* on June 16, 2023.)
- 7. APRIL 2023 FINANCIALS:** Commissioner Altimus presented the financial report for April 2023. Motion by Commissioner Altimus, seconded by Commissioner Hall to approve the April 2023 Financial Report as submitted. Hearing no questions, the motion was approved by the

"This institution is an equal opportunity provider and employer."

MEMBERS: *Walter O. Bigby Jr., President; Bill Altimus, Vice President; Joshua K. Williams, Secretary Treasurer; Erica R. Bryant; Sam N. Gregorio; Roy Griggs; James D. Hall; Capt. Thomas F. Murphy; Rick C. Prescott*

following votes: AYES: Commissioners: Walter O. Bigby, Jr., William "Bill" R. Altimus, Erica R. Bryant, Sam N. Gregorio, and James D. Hall. NAYS: 0. ABSENT: Joshua K. Williams, Roy Griggs, Capt. Thomas F. Murphy (Ret.), and Rick C. Prescott. ABSTENTIONS: 0.

NEW BUSINESS:

8. ORDINANCE NO. 3 OF 2023: AN ORDINANCE RELATIVE TO REGULATING PARKED VEHICLES TRAVERSING THE STREETS AND ROADS LOCATED WITHIN THE JURISDICTION, ADMINISTRATION, AND CONTROL OF THE BOARD OF COMMISSIONERS OF THE CADDO-BOSSIER PARISHES PORT COMMISSION, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO. (Published in its entirety in *The Times* on July 2, 2023.)

Mr. England stated there are several ongoing safety issues within the Port complex. During the past year, there has been an influx in the amount of "shoulder parking" along the Port's roads, creating blind spots for other drivers on the road. The operators of the parked vehicles are stepping into oncoming traffic without realizing traffic is approaching. Lastly, there has been illegal dumping of commodities along the shoulders of the roads. The Commission can regulate commerce and traffic in the Port's complex within the parishes of Caddo and Bossier. The Port has partnered with the Caddo Parish Sheriff's office to enforce those various regulations. General Counsel Dannye Malone worked with the Caddo Sheriff's office and its legal department to develop this ordinance. The parking penalty fines in the ordinance shall not exceed \$200.00. This amount includes the mandated charges allocated to other local entities in the total amount of \$183.00. Upon the adoption of this ordinance, signage will be placed throughout the Port's complex. Off-duty and reserve Caddo deputies will enforce this ordinance. It is recommended for adoption at this time. Commissioner Gregorio asked if there was a separate penalty for the littering aspect of the ordinance. Dannye Malone stated there is a mandatory court appearance for littering with a possible fine imposed by the court according to the Caddo Parish Sheriff's office. Commissioner Altimus asked if the Port's tenants will be alerted to these new rules to give them time to inform their own employees and/or customers. Mr. England stated there was a discussion about this matter at the last tenant meeting. The next tenant meeting is later this week, and the Port's tenants will be informed of the outcome of today's meeting. This ordinance has an effective date of August 1, 2023 to give the tenants enough time to notify the necessary people. Motion by Commissioner Hall, seconded by Commissioner Bryant to approve Ordinance No. 3 of 2023 as submitted. Hearing no further questions, the motion was approved by the following votes: AYES: Commissioners: Walter O. Bigby, Jr., William "Bill" R. Altimus, Erica R. Bryant, Sam N. Gregorio, and James D. Hall. NAYS: 0. ABSENT: Joshua K. Williams, Roy Griggs, Capt. Thomas F. Murphy (Ret.), and Rick C. Prescott. ABSTENTIONS: 0.

9. 2022 AUDIT AND LOUISIANA LEGISLATIVE AUDITOR'S AGREED-UPON PROCEDURES PREPARED BY HEARD, MCELROY, & VESTAL: Mr. England noted the annual audit is performed by Heard, McElroy, and Vestal ("HMV") and included with the audit is the Louisiana Legislative Auditor's Agreed-Upon Procedures mandated by state law. Both documents were reviewed at the Audit Committee meeting held earlier today. Within the audit, Mr. England called attention to page 27, which shows the schedule of findings resulting in an unmodified opinion. Mr. England commended Gloria Washington and Mary Ward on their work with the HMV team to complete the audit. It is recommended for adoption subject to the final delivery of the MDNA later this week in order to be compliant with the deadline for submittal to the Louisiana Legislative Auditor. Motion by Commissioner Hall, seconded by Commissioner Gregorio to approve the 2022 Audit and Louisiana Legislative Auditor's Agreed Upon Procedures as presented subject to delivery of the final report. The motion was approved by the following votes: AYES: Commissioners: Walter O. Bigby, Jr., William "Bill" R. Altimus, Erica R. Bryant, Sam

N. Gregorio, and James D. Hall. NAYS: 0. ABSENT: Joshua K. Williams, Roy Griggs, Capt. Thomas F. Murphy (Ret.), and Rick C. Prescott. ABSTENTIONS: 0.

10. 2023 OFFICIAL JOURNAL OF THE CADDO-BOSSIER PARISHES PORT COMMISSION: Mr. England recommended *The Times* as the official journal for 2023 for the Caddo-Bossier Parishes Port Commission. Motion by Commissioner Altimus, seconded by Commissioner Gregorio to approve the 2023 official journal as submitted. The motion was approved by the following votes: AYES: Commissioners: Walter O. Bigby, Jr., William "Bill" R. Altimus, Erica R. Bryant, Sam N. Gregorio, and James D. Hall. NAYS: 0. ABSENT: Joshua K. Williams, Roy Griggs, Capt. Thomas F. Murphy (Ret.), and Rick C. Prescott. ABSTENTIONS: 0.

11. PORT DIRECTOR'S REPORT: Mr. England provided an update on various activities and projects.

12. ADJOURN: Hearing no other comments or questions to come from the Board, Commissioner Bigby adjourned the meeting at approximately 4:48 p.m.

Respectfully submitted,

/s/ Joshua K. Williams

Joshua K. Williams
Secretary-Treasurer